



POSTING NUMBER:	HR-0113	ISSUE DATE:	October 31, 2014
TITLE:	Government Representative 2 (Supervising Fiscal Monitor)	CLOSING DATE:	November 7, 2014
DIVISION / UNIT:	Local Government Services	SALARY RANGE:	\$85,000 to \$130,000
LOCATION:	Newark City Hall, 920 Broad Street Newark, NJ 07102		
POSITIONS:	1	DISTRIBUTION:	STATEWIDE

DESCRIPTION OF MAJOR DUTIES: The Division of Local Government Services has awarded the City of Newark \$10 million of Transitional Aid and, on October 8, 2014, the New Jersey Local Finance Board placed the City of Newark under state supervision, pursuant to N.J.S.A. 52:27BB-54 et.seq (the Supervision Law). Transitional Aid and the Supervision Law authorize the Division and/or Local Finance Board to exercise considerable oversight to help ensure improvements in the City's financial position. To that end, the Division of Local Government Services is seeking qualified candidates to serve as a State representative to oversee the City's Department of Finance to help provide oversight in the areas of budgeting, accounting financial reporting, and compliance with various finance laws and sound financial practices. Responsibilities will include supervising of the Department of Finance and its employees; discussing with the Director, and Newark officials or governing body members under the direction of the Director, findings and recommendations for improvement; working with Newark officials and employees to advance financial capacity improvements as may be needed; supervising the preparation of the Annual Financial Statement; supervising monthly cash reconciliations for all funds to ensure cash and general ledger are in balance; reviewing encumbrances, disbursements payroll and other financial transactions to ensure they are done appropriately and in accordance with law and oversight parameters; reviewing operating budgets, capital budgets, purchasing procedures, preparation of analyses and audits of accounts, vouchers, and other records and making recommendation with respect to same; preparing statements concerning the financial condition of the City as requested by the Director and or City Monitor; and reviewing proposed staffing and services for the Department consistent with the needs of the City Monitor.

REQUIREMENTS: The position will necessitate a daily presence in Newark City Hall.

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree and Registered Municipal Auditor/CPA or Certified Municipal or County Finance Officer certification.

EXPERIENCE: Specific expertise is required in municipal or county government as a Registered Municipal Auditor/CPA or Certified Municipal or County Finance Officer. Significant experience in a large municipal government in an urban setting is preferred.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0113
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer